

# Replacement envelope instructions

## Get ready

You will need:

- Your ballot
- Black ink pen
- Clear tape
- Envelope

Your replacement envelope packet will include:

- Declaration and signature sheet
- Optional cover sheet
- Envelope cut-out sheet

## 1 Print your replacement envelope packet

Print all pages.

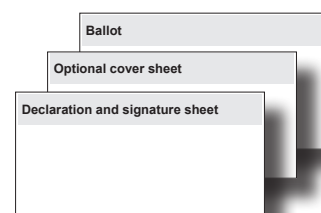
## 2 Complete your declaration and signature sheet

For your ballot to count you must sign, date, and return the declaration and signature sheet to King County Elections with your ballot packet materials.

## 3 Prepare your ballot packet

Arrange your completed ballot packet in the order shown:

1. Your signed Declaration and Signature Sheet
2. Optional Cover Sheet (optional, not required)
3. Your ballot



## 4 Choose one of the options to submit your ballot packet

### Option 1: Mail only option

1. Locate and follow the instructions on the envelope cut-out sheet.
2. Return the completed envelope. If you mail the envelope, the original voted ballot and signed declaration must be postmarked by Election Day and requires a **first class stamp** for mailing. You can also return your ballot without postage at a ballot drop location by 8 p.m. (PT) on Election Day. Visit [www.kingcounty.gov/elections](http://www.kingcounty.gov/elections) for ballot drop box locations.

### Option 2: Email/fax and Mail option

If you are unable to get an Election Day postmark, you can email or fax your ballot packet no later than 8 p.m. (PT) on Election Day. Returning your ballot packet materials electronically only ensures that your ballot packet materials are received prior to the 8 p.m. (PT) deadline on Election Day, you must still return your original printed ballot packet.

To email your ballot:

1. Scan or image your ballot packet in the order described in step **3** above. If you do not have a scanner, you can take a picture of your ballot with a digital camera or smart phone. We recommend you save your ballot packet as a .pdf, .jpeg, .jpg, .doc, or .docx file. Please review your scanned or imaged pages to make sure they are legible before emailing them.
2. Email your ballot packet to King County Elections at **[return.ballot@kingcounty.gov](mailto:return.ballot@kingcounty.gov)**. You must send your ballot packet as an attachment, we are unable to accept links for websites to access your ballot packet. Please note that King County Elections has a size limit on incoming mail attachments of 10 MB.
3. Mail your original ballot packet as instructed on the envelope cut-out sheet.

To fax your ballot:

1. Fax your ballot packet in the order described in step **3** above to King County Elections at **206-296-4499**.
2. Mail your original ballot packet as instructed on the envelope cut-out sheet.



Your ballot will only be processed if the original printed ballot and signed declaration are received by mail or in-person no later than May 5, 2016, the day before election certification.

# Declaration and signature sheet

## Instructions

After you vote, read the declaration and complete the sign and date section below.

### 1 Read the declaration

I do solemnly swear or affirm under penalty of perjury that I am:

- A citizen of the United States;
- A legal resident of the state of Washington;
- At least 18 years old on election day;
- Voting only once in this election;
- Not under the authority of the Department of Corrections for a Washington felony conviction; and
- Not disqualified from voting due to a court order.

It is illegal to forge a signature or cast another person's ballot. Attempting to vote when not qualified, attempting to vote more than once, or falsely signing this oath is a felony punishable by a maximum imprisonment of five years, a maximum fine of \$10,000, or both.

### 2 Fill out your voter information

You must provide your voter information for your ballot to be counted. All fields are required.

First name	MI	Last name	Date of birth (mm/dd/yy)
Address		City	Zip

### 3 Sign and date

You must sign and date for your ballot to be counted.



signature of voter <i>(required)</i>	date (mm/dd/yy)
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email or phone number *(optional, in case there is an issue with your signature)*

**If you are unable to sign, make a mark in the signature area above.** Have your mark witnessed and signed by two people below.

signature of witness 1

signature of witness 2

continue to optional cover sheet →

 **Failure to sign and date  
may invalidate your  
ballot.**

# Optional cover sheet

## What is this?


This sheet is optional and will keep your ballot private when your ballot packet arrives at King County Elections.

## Instructions

Once you have finished voting your ballot and signed the declaration, you are ready to move on to the next step.

Return to the **Replacement Envelope Instructions**, step .

**return to the replacement envelope instructions** ←

 For a list of the people and organizations that donated to state and local candidates and ballot measure campaigns, visit [www.pdc.wa.gov](http://www.pdc.wa.gov).



## Contact information

**Phone:** 206-296-VOTE (8683)  
1-800-325-6165  
TTY Relay: 711

**Fax:** 206-296-4499

**Email:** [return.ballot@kingcounty.gov](mailto:return.ballot@kingcounty.gov)

**Online:** [www.kingcounty.gov/elections](http://www.kingcounty.gov/elections)

**April 26, 2016**

**! You must return your**

# Envelope cut-out sheet

## What is this?

You must return your ballot materials by mail. Use the envelope image below to identify your ballot as official election mail.

## Instructions

1. Cut out envelope image below along the dotted lines.
2. Tape the image onto an envelope. Be careful not to cover the postmark area in the upper right corner of your envelope with tape.
3. Fold the completed ballot packet (declaration and signature sheet, optional cover sheet, and ballot) and place it into the envelope.
4. Seal the envelope and apply postage.
5. Mail the envelope.



**APPLY  
FIRST CLASS  
POSTAGE HERE**



Official ballot - do not delay

King County Elections  
919 SW Grady Way, Suite 200  
Renton WA 98057-2905  
USA

